

**DUDLEY METROPOLITAN BOROUGH COUNCIL
WOLLESCOTE PRIMARY SCHOOL**

Job Description for Site Assistant
Date of Implementation – ASAP

Line Manager: Site Manager / Head Teacher

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

The Site Assistant is responsible, through the Site Manager, Head Teacher and Governing Body, for a wide range of duties and responsibilities connected with the fabric and grounds of the school.

SPECIFIC RESPONSIBILITIES

SALARY

Grade 3 (Point 3 - 4)

Part Time Site Assistant required all year round

20 hours per week

FTE £24,027 - £24,404 per annum

Actual Salary £12,987.56 - £13,191.35 per annum

DUTY HOURS

At Wollescote Primary School our working week is 37 hours, to be worked within the core time of 10.00am – 6.00pm, depending on the needs of the school.

If required, evening and weekend lettings for which overtime will be paid, is based on the hourly rate of the salary.

The school is committed to working with the community.

SECURITY AND ASSOCIATED DUTIES

Duties include:

- Ensuring security processes for the school are followed
- Carrying out security procedures for school buildings and grounds
- Opening and closing of school premises, including gates, doors, windows, fire exits etc for the purpose of school use, lettings, out of school hours functions, maintenance and emergency services
- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed
- Liaising as necessary with the emergency services, including calling out of emergency services as required
- Reporting acts of vandalism to the Site Manager, Head Teacher and /or Police as necessary
- Courier duties as required by the Head Teacher
- Performing security duties at the school gate before / after school
- Acting as key holder to the school buildings
- Ensuring security of swimming pool lettings outside of normal school hours as required
- Supervision of on-site contractors
- Liaison with community support police officers and police officers to ensure a safe neighbourhood
- Ensuring correct operational procedures for ICT security in schools including CCTV / intercom and security gates

LETTINGS

Complying with instructions received from the Site Manager / Head Teacher / Board of Governors concerning letting procedures and carrying out as per lettings agreement.

Where requested by the Site Manager / Head Teacher, be on site during the course of the lettings to:

- Give assistance to the hirer of the facilities hired
- To ensure that functions are conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site of facilities

- To ensure that, where appropriate, the requirements of the Licensing Justices are met during any letting.
- Carry out as required by the Site Manager / Head Teacher any necessary cleaning of areas within the letting agreement
- Report immediately to the Site Manager / Head Teacher any potential danger identified by the hirer or to the hirer

HEATING

Check and control system functions, regularly check heating system, with due regard to the appropriate safety requirements, report all defects to a Site Manager and Head Teacher.

SICKNESS AND ANNUAL LEAVE COVER

Co-operate with other nearby schools to ensure emergency cover in the event of sickness or other absences including holiday leave.

Holidays to be taken during school holidays, subject to the approval of the Head Teacher

DELIVERIES /POST

- Take delivery of post, stores material and other goods
- Unpack and store stock in conjunction with the Site Manager / Head Teacher
- Take incoming mail to the Head Teacher / school office as required
- Ensure systems and deliveries outside of normal school term are followed

FURNITURE MOVING

Move such items of school furniture as required, with due regard to current Health & Safety and Lifting and Handling regulations.

CLEANING

Ensure all areas are cleaned to required specification and notify the Site Manager of any issues. Ensure that cleaning materials, machinery and equipment is maintained and fully stocked.

ELECTIONS

Comply with instructions with regard to arranging the necessary facilities for the school to be used as a polling station as required by the returning officer (if / when applicable).

ENERGY CONSERVATION

- In conjunction with the Head Teacher, implement all agreed policies to ensure energy conservation across the school site

EMERGENCIES – Some examples are:

- Clean sickness and spillages as required
- Deal with or arrange to be dealt with all burst pipes, leaks, floods, fires and breakages as appropriate and notify the Site Manager / Head Teacher
- Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off the supply and notify the Site Manager / Head Teacher
- Ensure access for emergency services, assist as necessary and secure premises as required
- Arrange repairs etc with contractors with prior approval of the Site Manager / Head Teacher

INTERNAL MAINTENANCE

- Follow maintenance schedules and repairs of the building, site and grounds as directed by the Site Manager / Head Teacher and progress is monitored
- Report defects which require specialist repair, inspect electrical fittings and report defects as required to the Site Manager / Head Teacher

- Replace lamps and domestic fuses as required
- Regularly inspect plumbing and report /repair defects as appropriate, synchronise clocks, time switches etc as required by the Site Manger / Head Teacher
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate
- Order and take delivery of materials to deal with repairs mentioned above
- Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from the Site Manager / Head Teacher
- Be responsible for the supply and availability of all hygiene materials
- Remove graffiti etc as required by the Site Manager / Head Teacher
- Carry out minor repairs to school equipment as agreed with the Site Manager/ Head Teacher
- Purchase materials for minor repairs as agreed by the Head Teacher
- Carry out minor works in order to improve the site as required by the Site Manager, Head Teacher and Board of Governors
- Attend appropriate training courses as required by the Head Teacher
- Ensure that stock levels of site / cleaning materials are maintained and advise the Site Manger when stocks need replenishing

EXTERNAL MAINTENANCE

- Follow maintenance schedules and repairs of the building, site and grounds as directed by the Site Manager / Head Teacher and progress is monitored
- Maintain cleanliness and general tidiness of all external areas
- Empty litter bins on a daily basis
- Clean and clear all drains and gullies to ensure effective and healthy operation
- Inspect outside fabric of the school, report / repair defects as appropriate. Inspect all fences, gates, walls, steps and lights etc
- Report / repair defects as appropriate to the Site Manager / Head Teacher
- Undertake designated gardening duties
- Cleaning outside glass of entrance hall
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc
- Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage
- Pruning and clearance to ensure unrestricted access and use of the premises including perimeter fencing
- Some gardening duties, mowing areas at the front of the school and weeding and keeping the area tidy
- Carry out external /internal window cleaning where required
- Carry out minor works in order to improve the site, as required by the Site Manager, Head Teacher and Board of Governors
- Regularly check both internally and externally for any potential danger to pupils, staff or visitors and report immediately to the Site Manager / Head Teacher

HEALTH AND SAFETY

- Support the management of health and safety processes
- Support the management of fire plan, asbestos plan, swimming pool operational procedures, asset management plan and health and safety risk assessments

ICT

- Liaise with the Local Authority contractors

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation. Any such further reasonable direction to you, not covered above, will be the responsibility of the Headteacher or their delegated authority.